

801—12.3(82GA,SF2425) Application procedure. Counties that wish to apply for a grant shall submit an application provided by the department to the Iowa Department of Veterans Affairs, Camp Dodge, Building A6A, 7105 NW 70th Avenue, Johnston, Iowa 50131. Applications will be accepted up to May 15 of each year for a June 1 approval. Applications received after May 15 will be approved strictly on an emergency basis in cases in which the applying county has an identified need and distributed funds will be expended before the end of the fiscal year. Once the grant funding appropriated by the general assembly has been expended, the department will compile a list of grant applications, based on the date of receipt, for future approval if supplemental funding is provided. The application shall contain the following:

12.3(1) *Application summary.* The application summary shall consist of a brief description of the proposed project and the signatures of a member of the board of supervisors and a member of the county veteran affairs commission.

12.3(2) *Narrative.* The narrative shall explain the proposed project for which the funds will be used. The narrative must address the assessment factors listed in rule 801—12.4(82GA,SF2425). The assessment factors may be addressed in any sequence that is logical for the proposed project, but all factors should be identified and addressed. Any factors that are not addressed in the application may result in a reduced opportunity for funding of the project.

12.3(3) *Proposed budget.* The budget for the project shall be developed for the fiscal year in which the grant will be received. Beginning with the fiscal year 2008 grant program, recipients must expend grant funds during the fiscal year in which the grant was received. Funding for subsequent years shall be dependent upon future legislative appropriations. Beginning with the fiscal year 2009 grant program, grants may be awarded to supplement county spending on veterans affairs, but shall not supplant the previous year's expenditures. County maintenance of effort will be required, and the application should include the county commission of veteran affairs' budget and actual spending for the previous fiscal year, along with the proposed budget for the fiscal year in which the grant application is being made. Grant funding received from the Iowa department of veterans affairs shall not be included in the county's previous fiscal year expenditures for maintenance of effort purposes. For example, a county with a commission of veteran affairs budget of \$20,000 and actual expenditures of \$17,000 in fiscal year 2008 will be required to spend \$17,000 in fiscal year 2009 in order to meet the maintenance of effort requirement.

12.3(4) *Letters of intent.* If the proposed project involves additional funding from other sources, letters of intent to support the project are required from those additional sources.